

Fig. 1

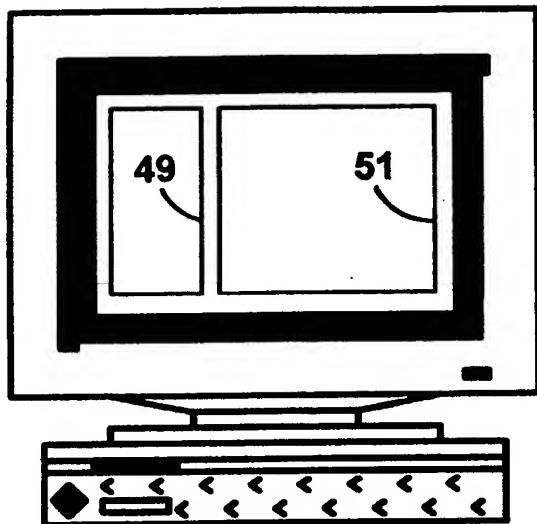


Fig. 2

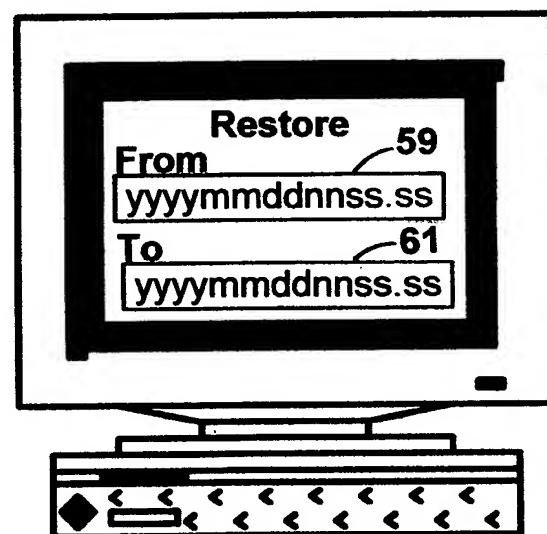


Fig. 3

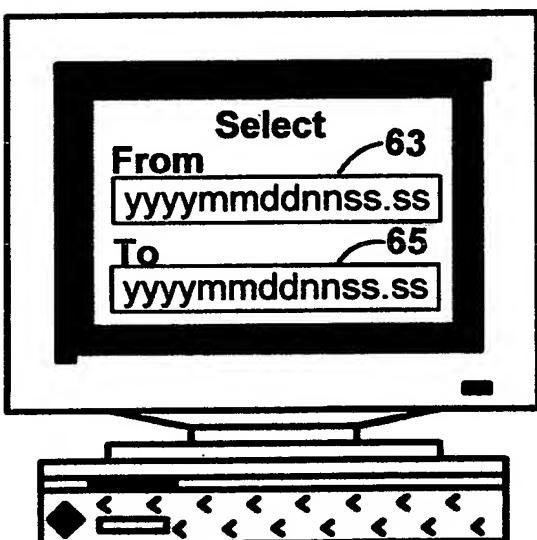


Fig. 4

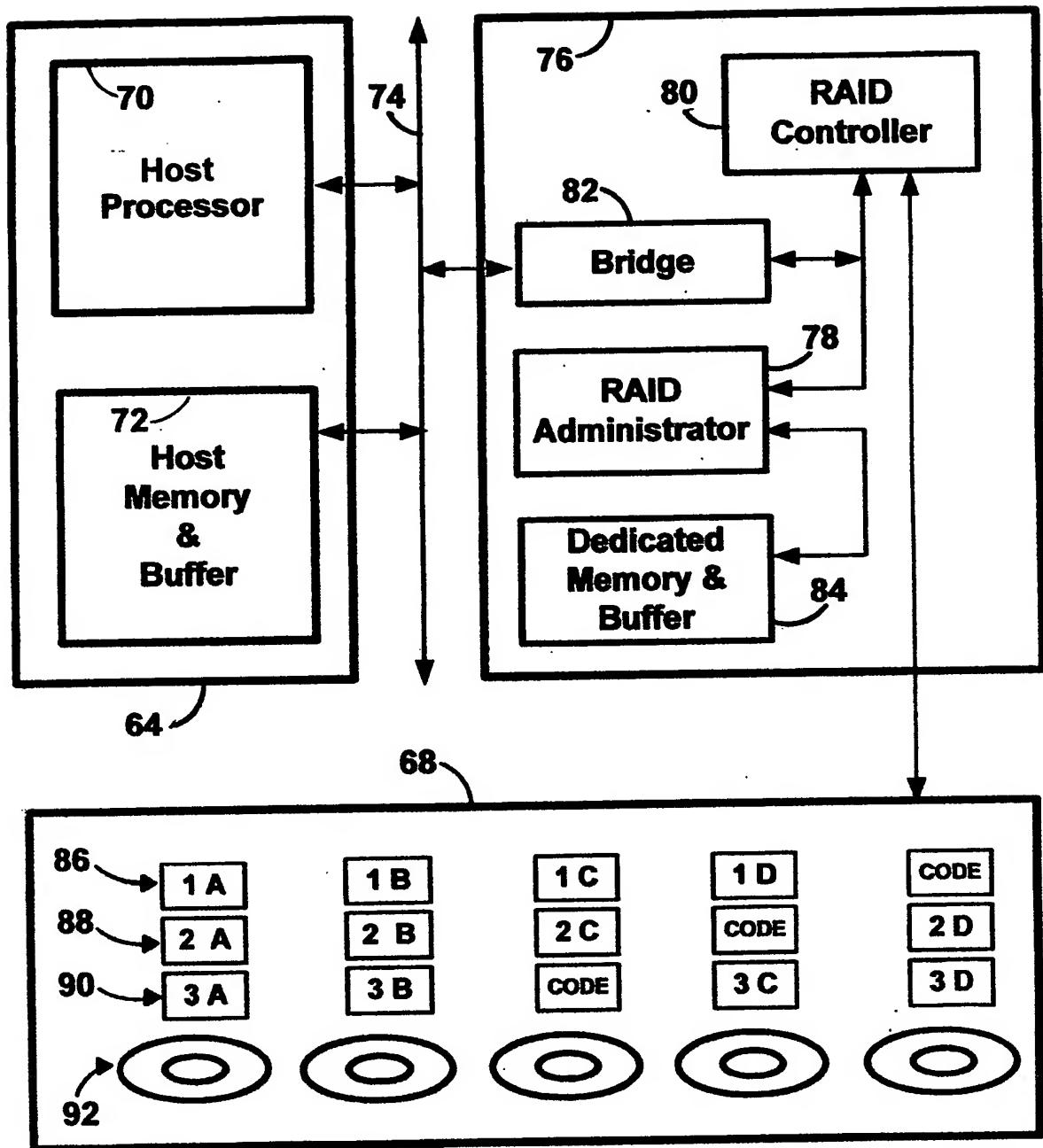
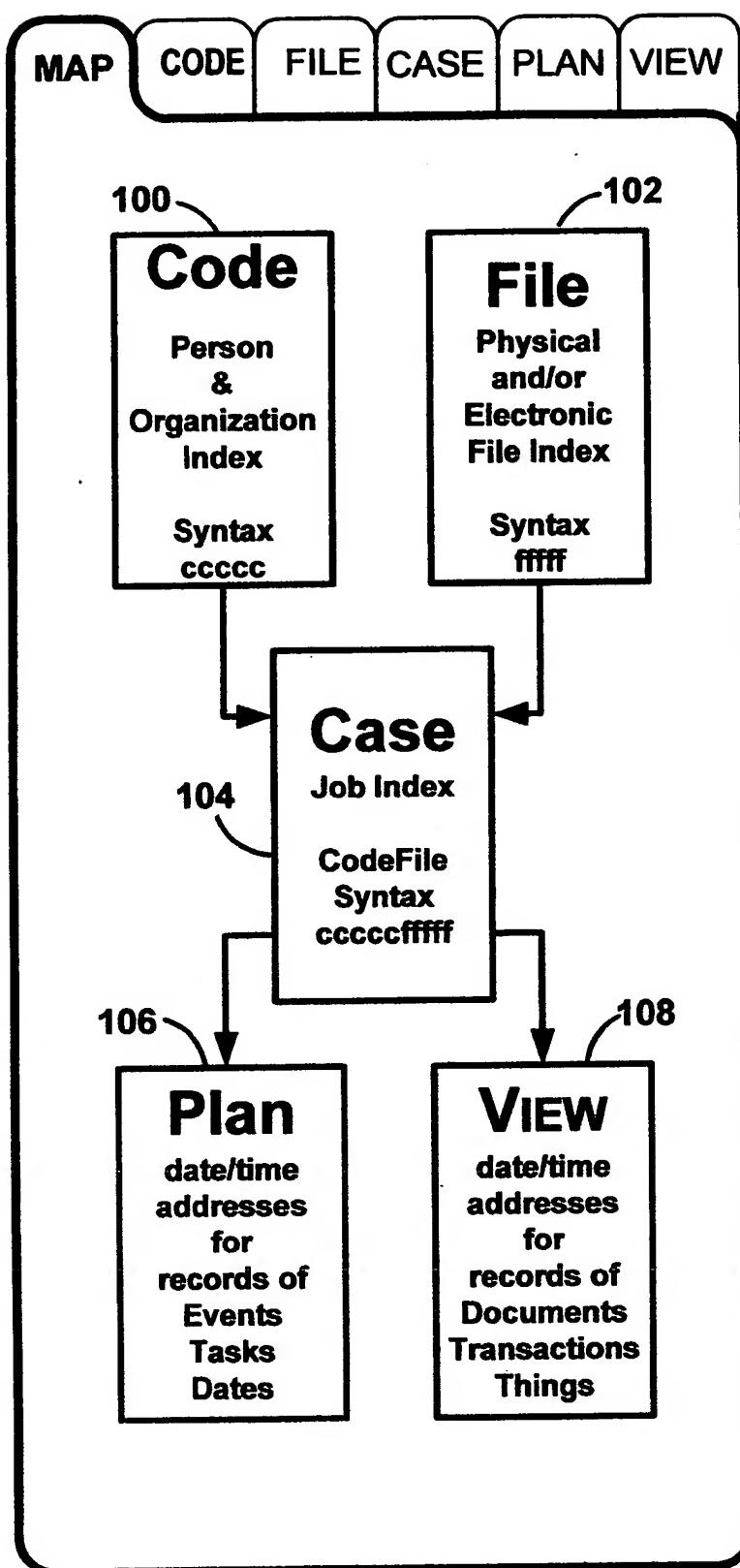


Fig. 5

Fig. 6



MAP **CODE** FILE CASE PLAN VIEW

Entry_Date/Time	<input type="text"/>
Base_Code	<input type="text"/>
Entity_Type	<input type="text"/>
Principal/Contact	<input type="text"/>
Domain	<input type="text"/>
Relationship_Type	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Name_Index	<input type="text"/>
Full_Name_Memo	<input type="text"/>
Related_ID's	<input type="text"/>
ID_Description	<input type="text"/>

Person/Organization
 Principal/Contact

Self/Family
 Client/Customer
 Associate/Consultant
 Professional
 Vendor/Supplier
 Government
 Business Partner
 Licensor/Licensee
 Director/Officer
 Employee

Fig. 7

MAP	CODE	FILE	CASE	PLAN	VIEW
Entry_Date/Time	<input type="text"/>				
Base_Number	<input type="text"/>				
Electronic/Physical	<input type="text"/>				
Physical_Form	<input type="text"/>				
Physical_Location	<input type="text"/>				
Official_Number	<input type="text"/>				
Official_Date	<input type="text"/>				
File_Description	<input type="text"/>				
Predecessor_Number	<input type="text"/>				
Successor_Number	<input type="text"/>				
Phys_Trash_Date	<input type="text"/>				
Elec_Trash_Date	<input type="text"/>				
Trash_Description	<input type="text"/>				

SELECT
 Electronic
 & Physical
 Electronic Only
 Physical Only

SELECT
 Repository Folder
 Repository Box
 Repository Shelf

Fig. 8

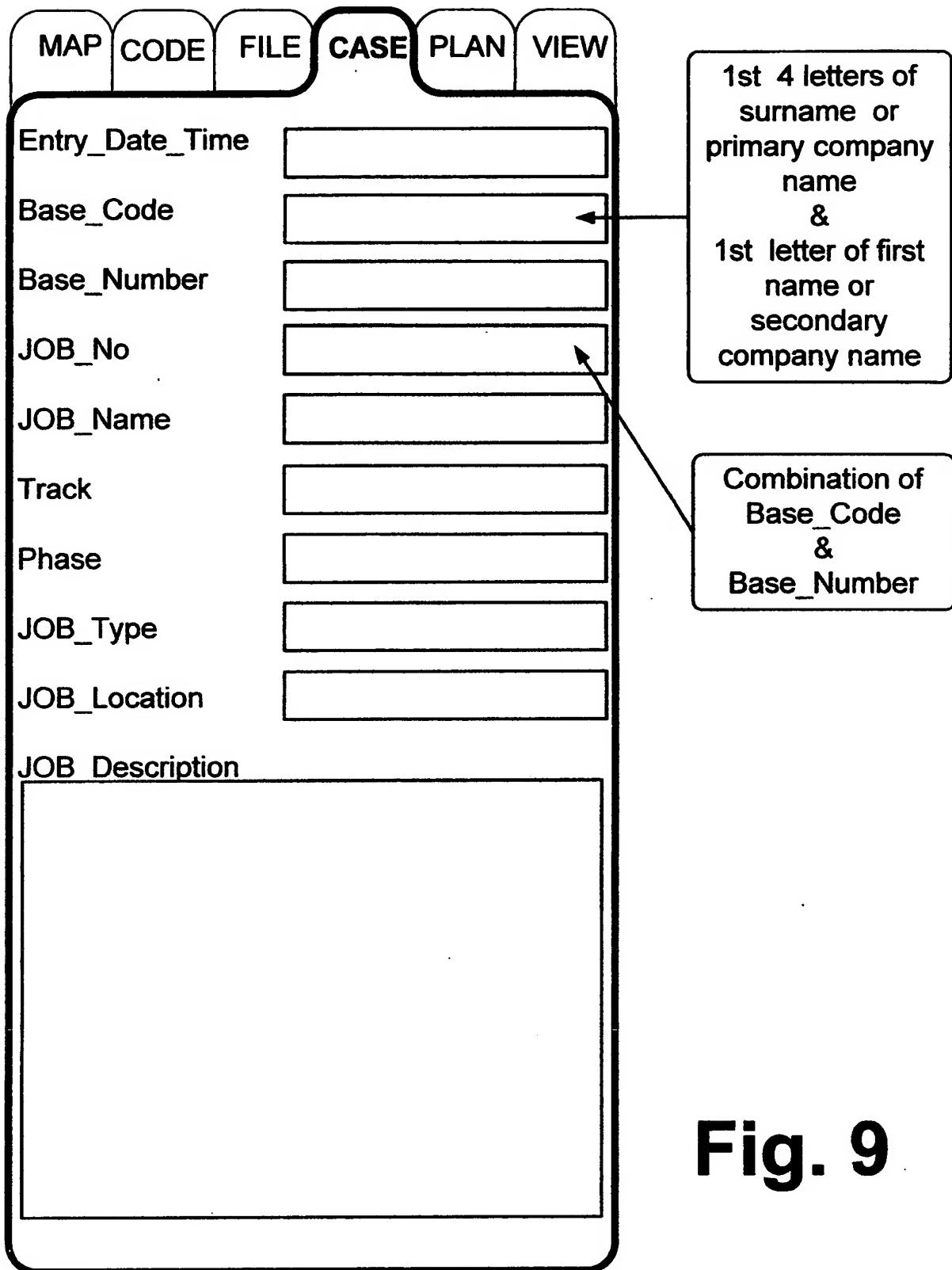


Fig. 9

MAP	CODE	FILE	CASE	PLAN	VIEW
Entry_Date/Time	<input type="text"/>				
Job_No	<input type="text"/>				
Track	<input type="text"/>				
Phase	<input type="text"/>				
Event_Date	<input type="text"/>				
Event_Type	<input type="text"/>				
Task_Type	<input type="text"/>				
Task_Start_Date	<input type="text"/>				
Task_Watch_Date	<input type="text"/>				
Task_Due_Date	<input type="text"/>				
Task_Done_Date	<input type="text"/>				
GoTo_New_Track	<input type="text"/>				
GoTo_New_Phase	<input type="text"/>				
JOB_End_Date	<input type="text"/>				
Event/Task Memo	<input type="text"/>				

SELECT
Internal
External

Fig. 10

MAP	CODE	FILE	CASE	PLAN	VIEW
Entry_Date/Time	<input type="text"/>				
Job_No	<input type="text"/>				
Physical_Type	<input type="text"/>				
Input_Type	<input type="text"/>				
Name_of_Document	<input type="text"/>				
Physical_Location	<input type="text"/>				
%_Physical Storage	<input type="text"/>				
Date_Of_Document (mmddyyyy)	<input type="text"/>				
Author/Source	<input type="text"/>				
Addressee/Receiver	<input type="text"/>				
Keyword(s)_1	<input type="text"/>				
Keyword(s)_2	<input type="text"/>				
View (OLE or Hyperfile) <input type="text"/>					
Document Description <input type="text"/>					

SELECT
 Paper
 Photo
 CD
 DVD
 Tape

SELECT
 Scanner
 Camera
 E-mail
 Internet
 Voice

SELECT
 All
 Part
 None

Fig. 11

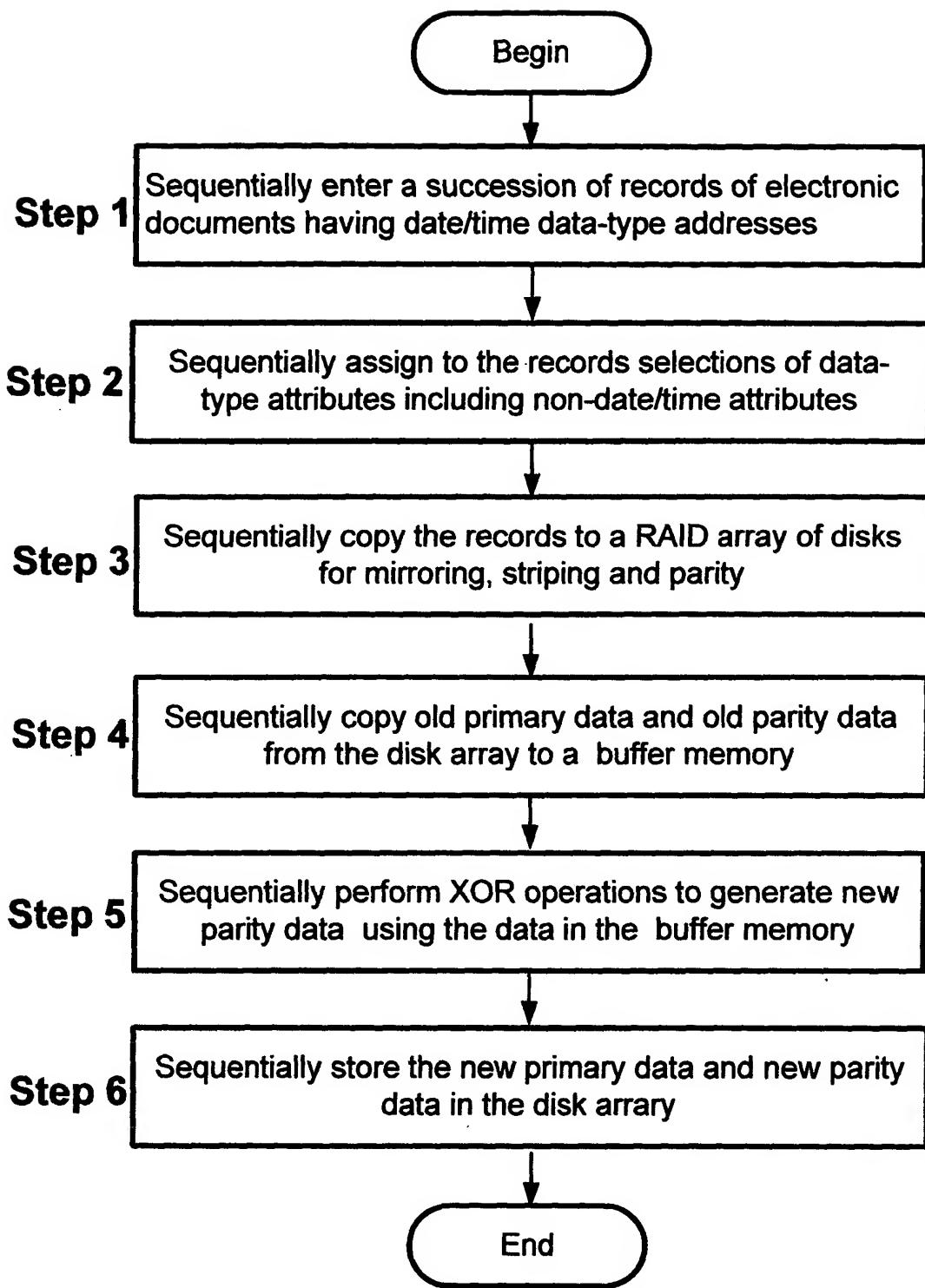


Fig. 12